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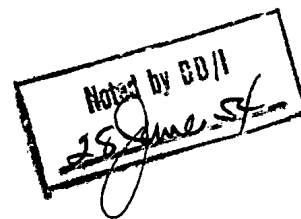
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EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL SECURITY COUNCIL
WASHINGTON

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5-7190

June 25, 1954



MEMORANDUM FOR THE NSC PLANNING BOARD

SUBJECT: Planning Board Procedure

At its meeting on Wednesday, June 23, the Planning Board agreed upon the following procedures designed to expedite its future work:

1. Preparation of an initial draft of the next report on "Guidelines" will be referred to a Planning Board Subcommittee consisting of the State, Defense, Treasury and JCS Members, and the Deputy Executive Secretary (Chairman).

2. So far as feasible, each regular Wednesday morning meeting of the Planning Board will be devoted to specialized or relatively less major projects, so that Planning Board Members who so desire may be represented by their alternates at this meeting.

3. Except in unusual circumstances, departments or agencies which prepare the initial draft of a report are expected to submit such draft at least a week in advance of the day the subject is scheduled on the Planning Board agenda.

4. As a general rule, the Board Assistants, as soon as possible after receipt of an initial draft and on the basis thereof, will prepare a coordinated draft report prior to initial Planning Board consideration.

JAMES S. LAY, Jr.
Executive Secretary

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